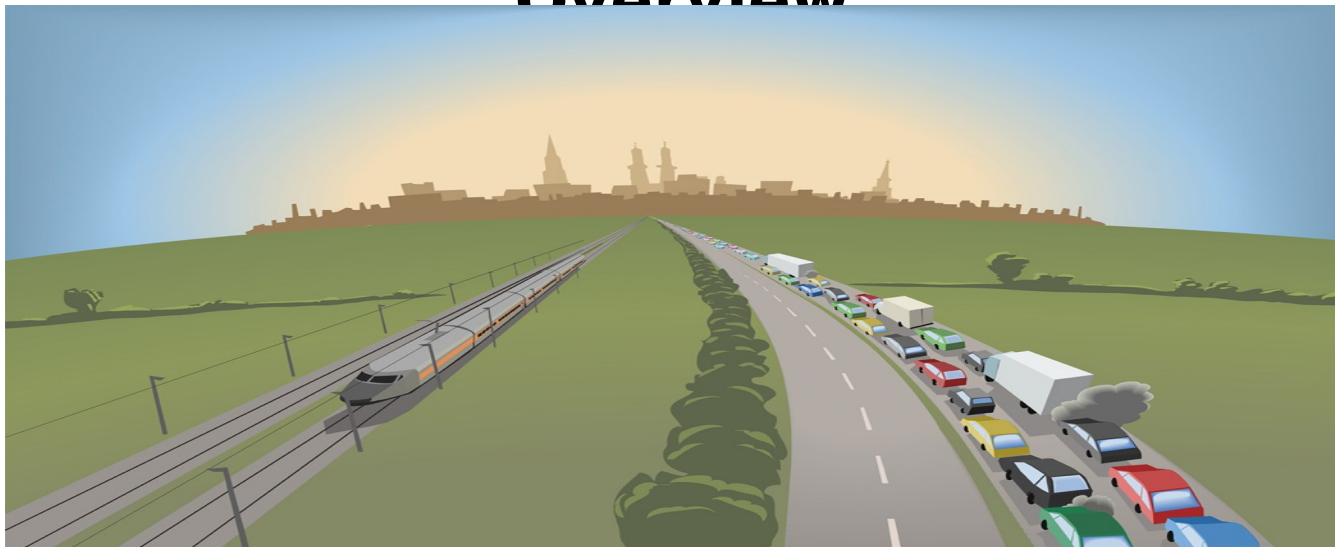




Department of the Army Mass Transportation Benefit Program (MTBP) Outside the National Capital Region (NCR) Overview





- **This presentation provides general information about the MTBP**
- **This may be used by installations to provide an overview of the program to employees**
 - **Delete this slide for presentation purposes**
- **Feel free to add information as needed**
- **Recommended additions:**
 - **Installation/local MTBP POC contact information**
 - **Information on locally available mass transit options**
 - **Installation guidelines on relinquishment of parking passes, if applicable**
- **If you have questions or comments about this presentation, please contact the DA Program Manager**

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What is the MTBP?

- **The Mass Transportation Benefit Program provides reimbursement for mass transit commuting costs “in order to reduce Federal employees’ contribution to traffic congestion and air pollution and to expand their commuting alternatives” (Executive Order 13150, April 2000)**
- **MTBP is available for all Army employees - military, civilian, and NAF**
- **The benefit is a non-taxable personnel benefit, funded from the same appropriation or non-appropriated fund that funds the participant's salary**
- **The benefit is not to be used for any other purpose, and may not be given, sold, or otherwise transferred to any other individual**



What is the MTBP?

- **Geographically, the MTBP applies only to the 50 United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands**
- **MTBP execution and individual participation is closely monitored by Army, DoD, and Federal oversight agencies (GAO, OMB) for compliance with program requirements**



How does it work?

- **Eligible MTBP participants receive a subsidy for their commuting expenses while using Qualified Means of Transportation**
- **The subsidy is provided via one of two methods:**
 - **Fare media is issued which is used to “pay” the local transit provider**
 - **OR**
 - **In areas where fare media cannot be provided, participants may purchase fare media and request reimbursement**
- **As of 1 January 2012 the maximum allowable benefit is \$125 per month**
 - **If your commuting costs exceed \$125 per month, you are responsible for the amount above \$125**
- **The MTPB is centrally funded by HQDA; there is no cost to the**



Who is eligible to participate?

- **All Army Active Component (AC) military service members**
- **Army Reserve Component (RC) military service members (Army Reserve and Army National Guard) who are currently on active duty**
- **DA Federal civilian employees, including part-time federal employees and interns**
- **DA Non-Appropriated Fund (NAF) personnel employed by a duly constituted Army Non-Appropriated Funded Instrumentality (NAFI) under the control of the Secretary of the Army and organized under the provision of AR 215-1 (Military Morale, Welfare, And Recreation Programs And Non-Appropriated Fund Instrumentalities), (e.g., NAFI activities managed by the U.S. Army Family and Morale Welfare and Recreation Command)**



Who is NOT eligible?

- **Army RC service members who are drilling or training in an Inactive Duty for Training (IADT) status**
- **Contractors**
- **Service members and civilian employees on TDY, or deployed**
- **NAF personnel whose salary is not funded by a duly constituted Army NAFI under the provisions of AR 215-1**
- **Reserve Officer Training Corps (ROTC) students unless they are enlisted in a military branch and serving on active duty**
- **Army military retirees and Army civilian employee retirees**
- **Dependents**



What are Qualified Means of Transportation?

- Commuter Bus, Commuter Train, Subway / Light Rail
- Van Pools
 - Van pools must adhere to the guidelines stated in Title 26, United States Code, Section 1652



- Ferry
 - Ferry users are authorized to claim the foot passenger rate only
 - This includes walkers, bicyclists, and van pool members (not including the driver)
 - Ferries are not approved as a means of shuttling personally owned vehicles (POV) from one point to another where the completion of the journey to an individual's duty station is completed in the POV

- **What means of transportation are NOT qualified?**
- **Personally Owned Vehicles (POV), carpools, motorcycles, airplanes, bicyclists, and/or walkers, solely utilizing any of these methods of transportation**
- **Ferries used as a means of shuttling POVs from one point to another where the completion of the journey to the duty station is completed in the POV**





What expenses do NOT qualify for reimbursement?

- **Parking fees and tolls are NOT authorized for reimbursement.**
- **Van pool riders who must pay to “hold” their space in the van pool due to absence (e.g. TDY or leave) or part-time work schedule are responsible for the cost of holding their space. This expense is NOT authorized for reimbursement.**
- **In some locations, the local transit authority does not exchange DOT-issued fare media for other local fare media (e.g. vouchers for subway passes or bus tokens). Participants must exchange their fare media at commercial establishments, which may charge a fee for the transaction. This fee is set by the vendor, and is not related to the transit authority or to DOT. The fee is NOT authorized for reimbursement.**



How is the MTBP funded?

- The MTBP is funded centrally at HQDA
- Because this is a personnel benefit, it is funded in the same appropriation or non-appropriated fund that funds participants' salaries
- HQDA contracts with U.S. Dept of Transportation to purchase fare media in most localities, which is distributed to participants
 - There is no cost to the local installation
- In those areas where DOT cannot provide fare media, participants may purchase fare media and request reimbursement using SF 1164
 - The fund cite to be used on the SF 1164 is the individual's PAYROLL fund cite
 - This cost should not be charged to installation operational

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How do I apply for the program?

- **Submit a completed and signed “Mass Transportation Benefit Program Application” to your installation’s MTBP Program POC for processing**
- **The application form and instructions for completion may be found at the Army’s MTBP website**
- **If your installation does not have a MTBP POC, contact the DA Program Manager for assistance**
- **The approval process takes approximately 30 workdays, from application submission to receipt of fare media**



How can my installation start a program?

- **The installation must first select a primary and alternate Point of Contact (POC) to oversee the program**
- **The POC must complete the “POC Registration Information” form (found on the Army MTBP website) and send it via email to DOT**
- **Interested employees must submit the completed and signed “Mass Transportation Benefit Program Application” to the POC for processing**
- **The POC approves applications and submits the information to DOT between the 20th and 25th of each month**
- **Once DOT has received all information, the DOT Army Account Manager will contact the POC and arrange for purchase and distribution of fare media**
 - **If DOT fare media is not available, the POC must ensure that the applicant is informed about how to complete the SF 1164**



What if I have more questions?

- Check with your installation POC
- Consult the Army's MTBP website at:
- <http://asafm.army.mil/offices/ASA/MassTrans.aspx?OfficeCode=1000>
- Consult the “MTBP Program Policy, Procedures and Guidelines” found on the website
- Contact the DA Program Manager (click on the Army MTBP email icon on the website)